

**NEW JERSEY DEPARTMENT OF HEALTH
WIC SERVICES**

POLICY AND PROCEDURE MANUAL

Policy & Procedure Number: 1.32

Effective Date: November 6, 2017

Functional Area: I. VENDOR MANAGEMENT

Subject: Inadequate Participant Access

A. POLICY:

1. The State Agency (SA) reserves the right to disqualify vendors determined to not be serving participant access need in accordance with federal regulations 7 CFR §246.12(g)(3) and (g)(4).
2. The SA shall consider whether there is inadequate participant access following the process set forth in Section B below prior to rendering a final determination to disqualify a Vendor pursuant to this policy or denying authorization or reauthorization to the Vendor.
3. The SA shall maintain documentation of its access and geographic assessments and any supporting documentation in an electronic or paper filing system.

B. PROCEDURE:

1. Determination of Inadequate Participant Access
 - a. The SA will collect and securely maintain the necessary data (participant address data, authorized Vendor addresses, redemption reports) to conduct a quarterly Statewide Participant Access Assessment.
 - b. The Statewide Participant Access Assessment will be used to determine which currently authorized vendors are/are not serving participant access need as determined by the SA.
 - c. Inadequate participant access occurs when there is only one Vendor who serves at least one participant within a one-mile radius and there is no other authorized Vendor for this participant(s).
2. Access Disqualification Exceptions
 - a. Prior to taking any disqualification action against an authorized Vendor, or granting an exemption, SA staff shall review the most current Statewide Participant Access Assessment.
 - b. Exceptions to the Vendor Selection Criteria (Attachment 1.30A) may be granted if the SA determines that a Vendor is needed to avoid inadequate participant access.

Attachment(s):

1.30A Vendor Selection Criteria